How to use Track Changes and Comments in WORD

These commands appear under the Review tab.

Graphical user interface, application, Word

Description automatically generated

**Track Changes** will mark in color and with other on-screen cues when edits have been made to the text.

Graphical user interface, application, Word

Description automatically generatedClick on Track Changes and notice it turns “on” by turning the icon gray.

Make sure it says **All Markup** in order to see all changes that have been made.

Click on the icon. If it’s gray, it’s “on.”

Graphical user interface, application, Word

Description automatically generated

When reviewing everyone’s edits, use **Accept** to keep that change that has been made. Use **Reject** to cancel out the change and go back to the original version. **Previous** and **Next** let you skip backward or forward to the next change.

Graphical user interface, application, Word

Description automatically generated

Click the arrow under **Accept** or **Reject** to get a menu of options. You can choose to have WORD perform the accept or reject command on all edits in the entire text all at one time.

NOTE: when self publishing, you MUST accept or reject all changes and turn off **Track Changes** before you upload the manuscript to KDP. Choose **Accept [or Reject]All Changes and Stop Tracking** to do this.

Graphical user interface, application, Word

Description automatically generated

**Compare** lets you set two version of a document side-by-side to see how they may be different. It is useful when an editor did not click on Track Changes before making edits.

**Comments** let you make little asides or critiques that do not appear as actual changes in the text. First, highlight the passage you want to make a comment about.

Graphical user interface, application, Word

Description automatically generated

Step 3: Type your comment

Step 2: Click **New Comment.**

Step 1: Highlight the passage

When reviewing other people’s comments, you’ll use the **Delete** command to remove a comment after you’ve dealt with the issue.

Graphical user interface, application, timeline

Description automatically generated

Comments should be removed through the manuscript before submitting to KDP for self-publishing. Again, you can hit the down arrow under delete to choose the option to **Delete All Comments** throughout the document.

When reviewing your comments, you may wonder why you can’t see them. They just appear as little bubbles on the right hand margin. This is likely because you have the document set to **Simple Markup**. There are three ways to fix this to be able to see the written comments.

Graphical user interface, application, timeline

Description automatically generated

#1: Click the arrow next to **Simple Markup** to change it to **All Markup**.

#2: Click on **Show Comments**.

NOTE: If this command is inactive (grayed out), then click or highlight anywhere in the text and it should activate so you can turn the feature on.

#3, Click on the individual Comment bubbles to read the comment.